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TED STAFF MEETING
16 November

25X1A9a

Present:



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1. TED T/O. [redacted] reported on his meeting with Messrs. [redacted] and [redacted] of Classification regarding the new T/O. They have downgraded many of the positions and wish to lower the grades on several others although no decision has been reached on the latter positions. Mr. [redacted] indicated that although this T/O is published with the lower grades, these positions will still be open to further consideration and possible up-grading later. [redacted] asked for a memorandum to this effect and Mr. [redacted] promised to prepare one before publication of the revised T/O. [redacted] s25X1A9a that he understood from Mr. [redacted] that in three or four months those positions which had been downgraded could be reconsidered and possibly changed without too much difficulty. [redacted] suggested that as much ammunition as possible be gotten together ahead of time in order to effect the desired changes in the future. [redacted] further stated that Messrs. [redacted] X1A9a and [redacted] wished to complete the work on the new T/O today so that it can be published by the end of this week, and requested that several individuals whose job classifications still open to question prepare detailed descriptions for him by 3 o'clock today so that he may reopen discussions of these grades with the classification people.

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2. Covert Pool. [redacted] reported that the covert personnel of OPC who are presently entered in several courses and in various other places will be brought into the pool either today or tomorrow. In the future all new covert personnel will be entered directly into the pool, except for an occasional covert case on which there will be no records at all. Colonel [redacted] suggested that Mr. [redacted] talk with these covert people who are uncertain as to their status to give them some idea of the training planned for them and to keep up their morale.

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3. Space Requirements. We must provide housing for at least part 25X1A9a of area training either in [redacted] or Building 13. [redacted] requested Mr. [redacted] to get together with Messrs. [redacted] 5X1A9a to work out space arrangements. He also requested that the report on total space requirements for TED mentioned at last week's staff meeting be completed within a week so that he may present it to management.

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 NO CHANGE in Class. ☐
☐ DECLASSIFIED
 Class. CHANGED TO: TS S 0
 DDA Memo, 4 Apr 77
 Date: 02 MAR 1978 By: [signature]

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4. OSO Personnel. TRD instructors in the future will come from operational personnel. Up to the present time we have the promise of one instructor with a possibility of two more. Mr. [REDACTED] is canvassing all 25X1A9a branches so that we can recruit our instructors from OSO rather than from the open market. OSO is cooperating in the matter and trying to get personnel for us,

5. Administration of Assessment Unit. Since the TRD Administrative Memorandum was published Assessment has rejoined Training. [REDACTED] 25X1A9a stated he and [REDACTED] would get together to prepare an addendum to the administrative memo covering the Assessment Unit. Dr. [REDACTED] 25X1A9a stated that he thought with the present personnel he has available it would be Christmas before the file records of Assessment were completed. [REDACTED] 25X1A9a suggested that Mr. [REDACTED] assign whatever pool personnel were available to [REDACTED] to assist him in this project and also suggested that Mr. [REDACTED] of OPC Personnel to see what new clerical personnel were entering on duty in the near future. [REDACTED] 25X1A9a stated that he hoped he could get additional personnel in order to finish the job more quickly since he feels that these records are very valuable and should be organized so that they may be immediately available upon request. He also suggested that he and Mr. [REDACTED] get together to see if the records on the covert people could be organized by name and pseudonym. He stated that he did not think his files should be available to all persons but that he would be glad to send them to either Chief, TRD or Chief, STB, if they found it necessary to use them.

6. Covert Training Branch. [REDACTED] reported on the difficulties he is having in covert training. He mentioned the confusion that results from the OPC use of pseudonyms and cited an example where an individual had three names, his own, his OPC pseudonym and the name that he was to be trained under. He also mentioned another OPC case on which he is now working and felt that not only did it take considerable time of the covert training staff but also affected the morale of the trainee who was little suited to the particular kind of training (mainly OSO CE training) which he was receiving but who had definite ability in another type of activity. He thought we could figure out what part of OSO espionage training would be necessary for an OPC assignment and then give him the particular type of training necessary for his ultimate assignment. Mr. [REDACTED] also stated that he felt individuals should not be entered in covert training unless they are slated for a specific assignment. His branch is under-staffed and has a considerable training load so that he cannot be burdened with indefinite cases where individuals have not been assigned to a job or even an area in some instances. [REDACTED] suggested that in instances of this kind the case be sent to him for action with the Operations Division of OPC. [REDACTED] had two possible solutions: first, have the man go through a complete assessment before covert training or if this was not possible, second, have him screened by a training review committee before he entered the covert training. It was pointed out that to train a man covertly was so expensive

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it should be very clear before training began that he had the qualifications for a particular assignment. After discussion it was agreed that Mr. [REDACTED] should decide as to whether a particular individual should be thoroughly assessed after a preliminary period of three or four days and after consultation with his branch chief. [REDACTED] authorized Mr. [REDACTED] to work out such an arrangement with the branch chiefs.

[REDACTED] requested Mrs. [REDACTED] to set up files on the cover training cases indicating the date the individual enter training, his progress during training and the date he finished. This system will be established the first of the year.

7. Conferences. [REDACTED] suggested the initiation of a "conference" in our training courses. Instruction, as set up in the military training schools, consists of a lecture, conference or seminar discussion, and the committee. All of the material for the conference is given in written form instead of lecture with a study guide. At the end of the material is series of questions or projects for him to work out. The instructor gives only a brief introductory talk and points out a few of the salient facts to help students with a discussion of the problem. [REDACTED] suggested Mr. [REDACTED] prepare the first one on military intelligence and he will meet him in a few days and go over the main points with him and then let him go ahead and prepare the schedule for the next IOC class. He thought 3 or 4 of the other instructors should listen in to make suggestions and perhaps this might also be adopted in the AOC and OC courses.

8. Miscellaneous. Miss [REDACTED] inquired whether the students in the various courses should be released to view the parade today for the Shahinshah of Iran. [REDACTED] announced that anyone wishing to see the parade will be dismissed at 4 p.m. Miss [REDACTED] announced there were six new employees who were available to take the Orientation Tour this Friday. Three of these are stenographic personnel. This meeting was adjourned at 11 a.m.

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